

**PARKING TICKET APPEALS APPLICATION**  
**(Read Instruction on Back)**

I, \_\_\_\_\_ do hereby contest the issuance of parking citation  
(name)

number \_\_\_\_\_, which I received on \_\_\_\_\_. I believe this  
citation was issued in error for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_ Time Submitted \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home phone number \_\_\_\_\_

Work phone number \_\_\_\_\_

Code Enforcement Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Community Development Director \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE ADMINISTRATIVE REVIEW FORM

1. No appeals will be taken over the phone.
2. In order to appeal a parking ticket, you must be the registered owner or permitted user of the vehicle that was ticketed.
3. If the facts supporting your appeal are based on extenuating circumstances, please list them, e.g., driver or passenger is handicapped ,disabled or elderly,
4. All appeals must be submitted within 72 hours of the date of issuance of the citation.
5. You will be notified of the results of your appeal within 10 days of the date you submit this application.
6. Attach a photocopy of the parking citation to this form.
7. All fines and penalties will be stayed during the pendency of this appeal.
8. Completed review forms can be submitted to:

Code Enforcement Division/Community Development Department  
Bank of America Building  
201 West First Street  
Greenville, North Carolina 27858

**OR**

Financial Services  
Collections Division / Parking  
City Hall  
200 West Fifth Street  
Greenville, NC 27834